10 OCT

3 October 1974

MEMORANDUM FOR: Members of the Curriculum Committee

SUBJECT   : Curriculum Committee Meeting 10 October 1974

    1. Curriculum Committee will meet on 10 October 1974 in the DTR Conference Room at 0930 hours.

    2. Agenda

        Discussion of the TARG Report (████) - 1 hour   **STATINTL**

        Discussion of the November meeting to be held
at ████████████ - 1 hour   **STATINTL**

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Chairman, Curriculum Committee

15 October 1974

MEMORANDUM FOR: Member of the Curriculum Committee

SUBJECT : Minutes of the 10 October 1974 Meeting
of the Curriculum Committee

1. On 10 October 1974, the Curriculum Committee met in   STATINTL
the DTR Conference Room at 0930 hours. Present were Messrs. �
STATINTL ██

2. The minutes of the previous meeting were approved
without discussion.

STATINTL   3. Seminar on the Preparation of National Intelligence
Estimates. ███████████ briefed the Committee on this special
STATINTL course which ████████████ plans to conduct for people involved
in the National Intelligence Officer Program. It was apparent
that this course is in response to a specific requirement
from George Carver. There was some concern in the Committee
that this course was more in the nature of component training
rather than a general purpose Office of Training course.
However, the Committee members agreed in principle with the
idea of the course.

4. TARG Recommendations. The Chairman presented the
Committee with a distillation of recommendations and major
points made in the Training Administration Review Group's
Report and asked the Committee for comments on those questions
relevant to the business of the Curriculum Committee.
Specifically, the Committee was divided on whether or not
the Catalog should be published annually. Some opting for
annual publication, others opting for biennial or triennial
publication with regular updates. The Committee felt that
the idea of a Publications/Editor Officer in OTR to screen
OTR publications was a worthwhile idea. Committee members
had no basic disagreement with the idea of partial decentralization
of Registration and agreed that the Registration Group
should be a focal point for general inquiries in OTR. The
Committee discussed the question of minimum entrance requirements
for the BOC and recommend that the DTR take cognizance of a
study prepared by ██████████ sometime ago and begin a
dialogue with the DD/O about the development of minimum

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entrance requirements for BOC students. The Committee
generally agreed that a single OTR employee should handle
all of the Guest Speaker activities now divided between
STATINTL ████████████████████. The Committee felt that many
of the other recommendations were administrative in nature
and did not bear directly on the business of the Curriculum
Committee, but should be handled and decided upon in other
forums.

5. November Curriculum Committee ████████████. The   STATINTL
Chairman reminded the Committee members of the meeting to be
STATINTL held ████████████ 18-20 November and recommended as a
matter of procedure that the Unit Chiefs submit the information
requested of them by 25 October for preliminary review. The
Plans and Development Staff will add other data in the areas
of cost, past student loads, and methological analysis. The
Chairman further suggested that, as a matter of procedure,
the full Curriculum Committee be broken down into task
forces to examine specific aspects of the curriculum. The
task forces will submit their recommendations and questions
to the Curriculum Committee as a whole. The Chairman reminded
Unit Chiefs to submit proposals for courses which will be
conducted next year and reminded them to take into consideration
such matters as synchronizing the scheduling of related
courses. Committee members agreed to this procedure.

6. Evaluation of the Curriculum Committee. The Chairman
raised the question of the effectiveness of the Curriculum
Committee and asked for the Committee members comments on
whether the business of the Committee is of sufficient
practical use to counterbalance the expenditure of staff
time. There was general agreement that some forum to discuss
curriculm questions was in order, but that the responsibilities
and objectives of the Curriculum Committee were perhaps not
as clear as they ought to be. There was some question as to
whether or not the Committtee should restrict itself exclusively
to curriculum matters and not to matters of training administation.
There was some discussion as to the depth that the Committee
members could reasonably discuss and evaluate matters of
substance in the Curriculum Committee format. The Chairman
agreed to study carefully the stated objectives of the
Curriculum Committee and attempt to rewrite them in such a
way so that the Committee members would have a clearer focus
of what the Committee is trying to accomplish. In view of
the preparation required to prepare the Committee for the
November meeting, we have not scheduled the next meeting
until there is business of sufficient urgency to warrant
calling such a meeting.

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Chairman, Curriculum Committee

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DTR-0821

30 September 1974

MEMORANDUM FOR: Director of Training

SUBJECT   : Seminar on Preparation of National Intelligence Estimates

    1. After discussion with a number of people who are or have been in the estimating business, I have come to some tentative conclusions regarding how to organize and teach the course proposed in our interim report. If what I propose is agreeable to OTR, I will forward to George Carver a memorandum outlining these proposals and, hopefully, get the show on the road by the finish of the year. In any event I think we should regard the first running as experimental both as to length and method. The essential facts in my proposal are:

    a. To have about eight participants

    b. To call the course a seminar

    c. To meet in the main building for two hours about six or eight times (leaving the number of sessions open, depending upon the wishes of the students).

    d. To have each member of the seminar write an estimate in his field on a current topic which could be published when completed, the writing to begin after the opening sessions have been completed.

    e. To have one or more sessions during the writing process to discuss any drafting or presentational problems the participants might have.

    f. To have final sessions with the participants and possibly their supervisor and the appropriate NIO's to discuss and criticize the draft estimates.

STATINTL   2. The above proposals have been discussed with George Carver and with ████████████████████ and have met with their complete approval. They will assist in the selection of students and of topics for estimate writing by the participants. I plan to act as chairman and chief instructor myself.

STATINTL In accordance with ███████ wishes, expressed to me after our talk with him, he will be used only as a participant in certain sessions and in assisting the estimates writers and <u>not</u> as a senior instructor or organizer of the seminar.

3. The general sessions at the opening of the course will include

    (a) participation by certain NIO's, in which they will discuss some of their problems and needs,

    (b) illustrative discussion of "good" and "bad" estimates in terms of identification of the estimative problems, structure of the estimate, presentation, and writing,

    (c) practice and discussion, in terms of real subject-matter, in identifying estimative problems and structuring estimates, and

    (d) practice and discussion in preparing summaries and conclusions to highlight principal estimative judgments for the recipients.

4. If the above is agreeable with you, I propose to move forward with establishing dates, announcements, place of meeting, and preparation of materials.

████████████████████

STATINTL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
Seminar on Preparation of National Intelligence Estimates				

FROM: STATINTL		EXTENSION	NO. DTR 0821	
826 C of C		3396	DATE 30 September 1974	

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. DTR 1026 C of C	9/30	9/30	2	#1 - DTR was expecting this memo. It is not signed because STATINTL will not be in until Thurs. KD.
2. DTR	9/30	1 Oct		
3.			STATINTL	
4. C/Plans		10/2		2 to 4: pls. see me. AN
5.				
6. C/PPS				
7.				
8.				
9.				
10.				
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12.				
13.				
14.				
15.				

RECOMMENDATIONS OF TRAINING ADMINISTRATION REVIEW GROUP (TARG)

Training Information

1. Catalog

    a. Catalog should be published annually.

    b. Catalog should include handbook information for
        training officers.

2. Special Bulletin

    a. Unit chiefs should be responsible for approval
        and mat preparation.

    b. OTR Component Training Officer should monitor
        Special Bulletins originating outside OTR.

3. Schedule of Courses should be issued semi-annually.

4. Bi-Weekly Registration Notes schedule should be continued.

5. Functional directory of OTR should be published twice
   a year.

6. Training Officer Conference

    a. Recommend continuance.

    b. Recommend Directorate Training Officer - OTR meetings.

7. Assignment of MT Careerists to Senior Training Officer
   jobs.

8. Creation of a Publications Officer/Editor to screen
   OTR publications.

Training Requirements

1. Current system to be continued and broadened.

Registration Procedures

1. Registration be partially decentralized.

2. Unit training assistants to handle the entire cycle including logging, selection of students, notification of acceptance.

3. SRS/RG should be the central point to handle calls and inquiries of a general nature.

4. Course content questions should be referred to the instructor.

STATINTL   5. ▮▮▮ registration should not be decentralized, there should be backup in either RG or SA/OT.

6. Form 73 should be revised, more basic information on the student.

7. Attendance - no standardization required.

8. As a minimum there should be a daily sign-in sheet for all Headquarters courses.

Reporting on Student Progress and Achievement

1. OTR notice should be reviewed and revised as necessary.

2. Streamline the student evaluation form.

3. Eliminate much of the student data on the training report form.

Records on Students and Courses

1. Official folders should be kept in one place, that is the unit (not in RG).

2. RG should keep all of the OTR input data.

Training Administration at ▮▮▮   STATINTL

1. More control should be exercised on who attends the BOC, i.e., establish and adhere to minimum entrance requirements.

2. Provide reading notebooks to the students in advance to save course time.

3. AOC is in competition with the Midcareer for mid-level DDO officers.

Guest Speaker Coordinator

1. Use should be made of the Guest Speaker Computer Program.   STATINTL

2. A single individual should handle all ▮▮▮ arrangements and Guest Speaker records, this should be located in either Plans or SRS.

Directorate TRO Comments

1. S&T - "A designated office in OTR available to handle unusual training requests."

2. A single person in OTR to work on component training problems, i.e., a permanent Component Training Officer in OTR.

3. DDO wants to be consulted more closely on selecting officers for the AOC.

4. DDO would welcome more input on student achievement, particularly in the BOC and AOC.

5. Please advise the Senior Training Officer DDA of completion of courses by employees with MG service designation.

6. DDI - the responsibility for travel, advances, etc. not clear, is OTR or the component responsible and in which courses?

MEMORANDUM FOR: Members of the Curriculum Committee

SUBJECT : November Curriculum Committee Meeting

██████████████ STATINTL

 1. This will confirm our telephone discussion of a

Curriculum Committee meeting to be held ████████████ STATINTL

18-20 November 1974.

 2. The purpose of the meeting is to prepare a
recommended curriculum for FY 1976 for the Director of
Training. Unit Chiefs should be preparing information on
proposed courses according to the attached guidance.

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Chairman, Curriculum Committee

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